

South Jordan City

Job Description

Title:	Records Technician	Effective Date:	8/8/13
Code:	PRC007	FLSA:	Non-Exempt
Department:	Police	Workers Comp:	Clerical
Division:	Records	Pay Scale:	4
		Position Type:	PT/20 hours

GENERAL PURPOSE

Provide general staff support and assistance to the general public. Perform a variety of clerical and customer service related duties designed to assist and expedite the administrative processes and procedures related to police records.

SUPERVISOR

Support Staff Administrator

POSITION(S) SUPERVISED

None

ESSENTIAL JOB FUNCTIONS

Demonstrate an understanding of the mission and service values of South Jordan City in work and professional endeavors.

Accomplish performance goals established with the employee's manager.

Maintain a regular and dependable level of attendance as agreed upon with supervisor.

Operate telephone and paging communication equipment; receive, respond to and direct incoming telephone calls; query callers to identify needed assistance, determine appropriate division or office and direct calls accordingly.

Process, type, file, and maintain a variety of confidential police reports, citations, and records; identify nature of crimes by established categories and classifications.

Perform secretarial and clerical related duties as needed to complete forms, memos, letters, schedules, applications and/or other records related issues.

Assure the proper dissemination process of documents at various stages of the legal system process. Locate police reports and makes copies for the officers, public, insurance companies, and attorneys.

Perform various record tracking activities as needed to obtain in-state as well as out-of-state driver's license information, vehicle registration, criminal history, warrant information, stolen autos, and property checks. Perform background checks for the public. Validate and update entries made in the NCIC System.

Attend and participate in professional group meetings; attend training meetings to stay abreast of new trends and innovations in the field of police records.

Perform other duties as assigned.

MINIMUM QUALIFICATIONS

1. Education and Experience:

A. Graduation from High School or G.E.D.;

AND

B. One (1) year of experience as a clerk or secretary performing general office practices and procedures;

2. Knowledge, Skills and Abilities:

Working knowledge of Federal, State and Local laws, codes, and regulations; penalties associated with various offenses; police records management requirements; UCR codes; proper grammar, spelling, and punctuation; interpersonal communication skills; modern filing systems related to alphabetical and numeric files; telephone systems; telephone etiquette; operation of a variety of standard office machines including computer terminal, fax machine, and copy machine, etc.

Ability to operate a personal computer and Microsoft products.

Ability to exercise initiative, independent judgment and to act resourcefully under varying conditions; maintain strict confidentiality related to sensitive administrative and legal information; work under time pressures and work deadlines. Mental application utilizes memory for details, verbal instructions, emotional stability and discriminating thinking.

3. Working Conditions:

Incumbent of the position performs in a typical office setting with appropriate climate controls. Tasks require a variety of physical activities, such as walking, standing, stooping, sitting, reaching, talking, hearing, and seeing. Common eye, hand, finger, leg, and foot dexterity exist.

The above statements are intended to describe the general nature and level of work being performed by person(s) assigned to this job. They are not intended to and do not infer or create any employment, compensation, or contract rights to any person(s). This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned. This updated job description supersedes all prior descriptions for the same position.